

ANNEX "D"

TERM OF REFERENCE NO. 4

25 November 1957

I. PROBLEM

To agree to methods for systematic revision, publication, and distribution of the basic ISC.

II. DISCUSSION

a. The new ISC is planned as an inter-agency publication. The Working Group envisions it as an IAC issuance.

b. CIA will be responsible for the initial publication and over-all distribution of the new ISC, and for subsequent revisions thereto.

c. The Working Group anticipates that revisions and expansions in the ISC structure will be made on a continuing basis. Suggestions for these changes will be forthcoming as U.S. intelligence interests shift from one area of emphasis to another. Consequently, some mechanism must be established to ensure that each user will have adequate opportunity to suggest changes in the basic ISC structure and that such changes will be systematically accomplished. In the opinion of the Working Group, many of the advantages of common use of the ISC will be lost unless user agencies evolve a careful plan for coordinating these changes and for subsequently notifying other ISC users of their implementation.

d. Recommended revisions to the basic ISC should be submitted to CIA, in writing, for coordination with other IAC agencies. The Working Group proposes that an AHIP Standing Group be established for coordination purposes and that this Group meet as often as necessary to review the recommended changes and to approve or disapprove their adoption. CIA will supply all holders of the publication with change sheets as required. In order to ensure that all change sheets have been received, and duly noted, it is suggested that an "Index to Changes" be sent to all ISC holders semi-annually. Where possible, distribution of the basic ISC, revisions, etc. should be made directly to individual users. Requirements from participating agencies should be submitted to CIA, together with the mailing address of the requesting office.

e. The Working Group is agreed that the format of the new publication should correspond generally to that of the present ISC, i.e., permanent-type binder, with 8 by 10½ loose-leaf pages to permit convenient inter-filing of change and errata sheets. The new ISC should also include a guide for general use of the Code and specific instructions for each chapter. Determination of an appropriate security classification for the publication is deferred pending completion of the revised ISC; however, the Working Group tentatively proposes assignment of the classification CONFIDENTIAL which, it feels, will afford adequate security without causing undue hardship in distribution and storage areas.

III. CONCLUSIONS

That systematic revision, publication, and distribution of the basic ISC can be accomplished as follows:

- a. By establishment of a Standing Group of AHIP appointed members thoroughly familiar with the working operations of the ISC, to provide necessary coordination among IAC agencies in matters affecting the development, use, and proposed applications of the ISC.
- b. By submission in writing to CIA of recommended revisions to the basic ISC.
- c. By CIA coordination with other IAC agencies for approval or disapproval of recommended changes.
- d. By assignment to CIA of control of the publication and distribution of revisions to the basic ISC, and of maintenance of an appropriate receipt system for purposes of accountability.

The Working Group believes that general ISC problems, including the training of analysts in the use of the ISC, can be discussed and resolved by the proposed AHIP Standing Group, to be appointed after the revision of the ISC has been completed.

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